

Implement Facility, Technical, and Legal Infrastructure Needed

This step requires taking out the checklist and cost-analysis document in Step 8. You'll use these documents to create the implementation plan for your credit union's Hispanic outreach facility, technical, and legal infrastructure.

While this tracking system may be more than you're used to doing to build a project, it does two things:

- First, it gives you a record-keeping tool that enables you to see at a glance how far along you are in your project.
- Second, it helps your credit union document the entire planning process in the event new or additional team members are needed to complete the outreach program.

Here's what you'll need to do:

1. Review the analysis checklist to ensure that all checked items still are in place.
2. Next, take a look at the list to see if any of the items that are not checked are part of your cost-analysis document. Do you need to add anything to the cost-analysis document?

3. Review the cost-analysis document—do you need to make any additions or deletions?

4. Take each "item needed" from the cost-analysis document and complete this step's final "implementation" form. This gives you a paper trail to make sure everything is complete.

5. Use the completed final "implementation" form to track each item's progress (fill out the start date, finish date, and check off each item when it's complete (use as a project plan).

6. The last step is to create your credit union's facility, technical, and legal policies and procedures document (follow the policies and procedures outline).



**Facility, Technical, and Legal Infrastructure
Implementation Work Sheet**

Instructions:

1. Transfer Step 8's cost analysis needed items to this work sheet's item needed column.
2. Complete the work sheet from left to right.
3. Use the completed work sheet as your project plan.

No.	Item needed	Category	Steps to take to implement item	Days to complete steps	Costs	Start date	Finish date	Check no. when complete
1			1	1		1	1	1
			2	2		2	2	2
			3	3		3	3	3
			4	4		4	4	4
			5	5		5	5	5
			6	6		6	6	6
			7	7		7	7	7
			8	8		8	8	8
			9	9		9	9	9
			10	10		10	10	10
	Totals		No. steps	No. days	\$0			
2			1	1		1	1	1
			2	2		2	2	2
			3	3		3	3	3
			4	4		4	4	4
			5	5		5	5	5
			6	6		6	6	6
			7	7		7	7	7
			8	8		8	8	8
			9	9		9	9	9
			10	10		10	10	10
	Totals		No. steps	No. days	\$0			
3								
4								
5								
6								
7								
8								
9								
10								

Facility, Technical, and Legal Infrastructure Policies and Procedures

Instructions:

Complete the questions below to create your credit union's own facility, technical, and legal infrastructure policies and procedures document.

I. Facility (external and internal) policies and procedures

1. Who is the sponsor for all facility implementations and changes?
2. Who performs the cost analysis for the implementations and changes?
3. Who makes the budget decisions for all facility implementations and changes?
4. What facility items will be part of the review (follow a standard facility review form)?
5. What are the time frames for the facility review (start and finish dates for review, estimation, approval, and implementation)?
6. Where will the facility review take place (main location and/or branches)?
7. When does the facility review take place (monthly, quarterly, annually)?
8. When is the facility review submitted for approval?
9. Why does the credit union need to modify its policies and procedures?
10. How will the facility be reviewed (team vs. individual effort)?
11. How will the facility be evaluated (using a standard facility review form)?
12. How will the necessary changes or installations be presented and to whom for approval?

II. Technical policies and procedures

1. Who is the sponsor for all technical implementations and changes?
2. Who performs the cost analysis for the implementations and changes?
3. Who makes the budget decisions for all technical implementations and changes?
4. What technical items will be part of the review (follow a standard technical review form found in Step 8)?
5. What are the time frames for the technical review (start and finish dates for review, estimation, approval, and implementation)?
6. Where will the technical review take place (main location and/or branches)?
7. When does the technical review take place (monthly, quarterly, annually)?
8. When is the technical review submitted for approval?
9. What is the impact to the credit union if you do not change or modify technical policies and procedures?
10. How will the technical review take place (team vs. individual effort)?
11. How will the technical items be evaluated (using a standard technical review form)?
12. How will the necessary changes or installations be presented and to whom for approval?

III. Legal policies and procedures

1. Who is the sponsor for all legal document reviews, implementations, and changes?
2. Who performs the cost analysis for the legal document reviews, implementations, and changes?
3. Who makes the budget decisions for all legal document reviews, implementations, and changes?
4. What legal documents will be part of the review (follow a standard legal document review form found in Step 8)?
5. What are the time frames for the legal document review (start and finish dates for review, estimation, approval, and implementation)?
6. Where will the legal document review take place (main location and/or branches)?
7. When does the legal document review take place (monthly, quarterly, annually)?
8. When is the legal document review submitted for approval?
9. What is the risk to the credit union if you neglect to implement appropriate legal procedures?
10. How will the legal document review take place (team vs. individual effort)?
11. How will the legal documents be evaluated (using a standard legal document review form)?
12. How will the necessary legal document changes or installations be presented and to whom for approval?